

WARRANT CHECKS AND THE PUBLIC

Please make sure that *everyone* in your agency knows that the public should not be directed to BCI's Help Desk number – especially for warrant checks.

All criminal justice agencies in Utah can let members of the public know certain, *limited* information about their warrants. Once you obtain positive identification for the individual (try to get the individual's DOB, driver license number, *and* social security number) you may let the individual know the name of the court(s) that holds the warrant, the warrant number, and the judge's name. You may not tell the individual the offense, the bail amount, or print a copy of the warrant to give to the individual. If the individual is serious about taking care of the warrant he can then get in contact with the court(s) involved.

BCI is unable to give the public more information than you can.

The Help Desk is often staffed only by one person. If you get a busy signal or are put on hold when you call the Help Desk, it may be that the one person manning the Help Desk is giving warrant information to a member of the public.

In June of 2010 the Help Desk ran 969 warrant checks for the public, and in July the Help Desk ran 972 warrant checks.

DO YOU KNOW WHERE YOUR MANUAL IS?

TACs – make sure all UCJIS operators at your agency know where they can obtain a current copy of the *BCI Operating Manual*. All UCJIS operators can access the manual on the internet. If you choose to also put the manual on a shared drive, a CD, or print a copy, make sure all operators can access the manual in that format as well.

Operators should not have to come to the TAC to see the manual.

NCIC VALIDATIONS

Since BCI switched to the electronic method of NCIC validations in January, we've noticed that many agencies are not getting their NCIC entries validated. Failing to electronically validate an entry means that the entry is purged from NCIC, and no one will apprehend your wanted person, find your stolen vehicle, or locate your missing person.

A list of your agency's entries is generally available on the Monday *after* the first Sunday of the month. A reminder note is placed on the UCJIS Message of the Day, and you should also receive an e-mail notification. Regardless, you should get in the habit of checking the FTP server for new validations sometime in the week after the first Sunday of the month.

To validate an entry, make sure the entry itself is still valid, and that all the information in the entry is current, accurate, and complete. Once you are sure the record is valid enter a unique identifier (logon ID, initials, or name) into the VLN field and hit "Submit."

On the first Sunday of the following month, you will get a \$F message in your Message Logs for every un-validated entry from the previous month. (Any un-validated entries for the September validations will show up as \$Fs on Sunday, October 3.) This \$F message is a reminder that you now have only one month left to validate the entry.

If the entry is still not validated during the next month, you will receive a \$P notification on the first Sunday of the next month (November 7, in this example) telling you that the NCIC entry was purged by NCIC for lack of validation. These purges are done automatically by NCIC, and BCI has no part in the process.

Also, if you notice an entry is invalid during the validation process, do not leave it on NCIC to have it automatically purged. This is considered an NCIC error. Rather, remove the entry immediately.

NEW UCJIS WEB ADDRESS



As announced at the spring BCI TAC meeting, we have migrated from the previous UCJIS web front servers to new servers. This required a change in the URL (and IP address) of the

UCJIS web site from <https://ucjis.utah.gov> to <https://ucjis.ps.utah.gov>. Changing the URL allows us to consolidate digital certificates (used to encrypt the web traffic) and will also prepare us for the future when we can automatically roll down to the Richfield disaster recovery site.

We shut down the existing servers on October 5th, 2010 at 0700. If you experience any problems with the new site, please contact the BCI help desk at 801-965-4446 or dpstwx@utah.gov.

LOG TRANSACTION - ONE OPERATOR AGENCY



If you are the only operator at your agency, you may be wondering why BCI wants you to run the LOG transaction...on yourself.

Running the LOG transaction on yourself is like obtaining a copy of your credit report. No matter how careful you are with your financial information, you never know when someone will obtain it and use it unlawfully.

The LOG transaction serves a similar purpose. No matter how careful you are with your logon information and passwords, someone can still gain unlawful access to your UCJIS account. Checking the LOG transaction can help you spot common errors or mistakes you've been making.

If you do notice something strange on your LOG transaction, contact BCI immediately!

SOCIAL SECURITY NUMBER INFORMATION

Need to know more information about social security numbers and when and where they were assigned? There are many resources available to you.

If your criminal investigation involves knowing whether or not a certain number has been assigned to an individual, you can contact the Social Security Administration. The SSA will then tell you if the number falls into one of the following three categories:

- "Match" meaning that the SSN is valid and is assigned to the name provided in the request
- "No Match" meaning that the SSN is valid but not assigned to the named individual in the request
- "Invalid" meaning that the SSN provided is not valid.

Instructions for obtaining this information from the SSA can be found in the "Miscellaneous" section of the *"BCI Operating Manual."*

(<http://dpsemployees.utah.gov/TAC/TACManuals/BCI/Miscellaneous.pdf>) This option is only available for law enforcement agencies who are investigating an individual and the validity of the SSN is pertinent to solving the case.

Many other web sites can provide free, basic information about the structure of social security numbers, what state assigned the number, what numbers have never and will never exist, etc. The Social Security Death Index lists the social security numbers of individuals who have been reported as deceased to the social security administration.

High Group List and Other Ways to Determine if an SSN is Valid:

<http://www.ssa.gov/employer/ssnvhighgroup.htm>

(Scroll down to the bottom of the web page for some vital links about state assignments and how a SSN is "built.")

(For instance, if an individual born in 1990 tells you her social security number is 710-00-1234, you can use the above site to find out that this is an invalid number for two reasons.)

Social Security Death Index: The SSDI can be found on many web sites; do an internet search on the exact phrase "Social Security Death Index" to see a list of the sites. The index can be searched by name or by social security number.

If someone tells you his social security number is 409-52-2002, and you have a feeling he may be giving you a fake number, run 409-52-2002 on the Social Security Death Index. (Go ahead! See what comes back!)

UTAH CRASH SUMMARY

Dear DPS Colleagues,

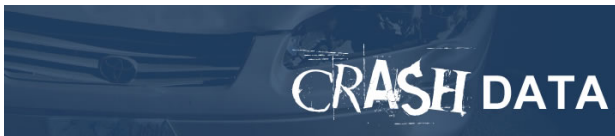
Much of the work we perform in DPS directly relates to safety on Utah's roadways. Each year the Highway Safety Office compiles the annual Utah Crash Summary, a great resource for traffic crash statistics. The Crash Summary describes the trends and effects of traffic crashes in Utah, and is a useful tool for your strategic planning. For ease of use, the Crash Summary is divided into sections on Utah crash overview, occupant protection, alcohol-impaired drivers, teenage drivers, speed, motorcycles, pedestrians, and bicycles.

To view or download the most current Utah Crash Summary or topic-specific fact sheets please visit: <http://publicsafety.utah.gov/highwaysafety/statistics.html>

A limited number of printed copies of the 2008 Utah Crash Summary are available at the Highway Safety Office.

If you need additional crash information, please contact:

Gary Mower
Highway Safety Office
Utah Department of Public Safety
801-957-8615
gmower@utah.gov



CERT DATES AND "OPERATOR TESTING AGREEMENTS"

TACs – don't forget that when an operator is through with his initial or biennial UCJIS testing, he needs to sign an "Operator Testing Agreement." On or about the same day he signs the agreement, you must go into the CERT transaction and update his testing date. Also don't forget that updating a CERT date if the operator hasn't actually tested is considered falsification of a document.

As part of the audit procedures, BCI checks the "Operator Testing Agreements" of some of your operators. We check to see if the date on the agreement is close to the operator's CERT date. If

the two dates are not identical (or at least no more than about two weeks apart) you will be cited in your audit for failing to have your operator sign his "Operator Testing Agreement" on the same day he completed his testing.

HOW CAN I VIEW MY "REPT" TRANSACTION?

Running the REPT transaction is not only a handy tool for TACs, but it's a vital part of your internal audit process as well. Unfortunately, viewing the REPT transaction on UCJIS is not very easy!

The REPT transaction can be copied and pasted into any spreadsheet program (such as Excel.) Once in the spreadsheet it is much easier to read, and can be sorted to meet your purposes.

Depending on your spreadsheet software, or your PCs operating system, you may have to have the spreadsheet open before you can paste anything into it, so open a blank spreadsheet before starting the process.

Run the REPT transaction for your agency.

Right-click anywhere in the white area of the report. Choose "Select All" from the menu. When you do so, all the text should be highlighted in a dark color. Right-click in the report again, and choose "Copy" from the menu.

Go to the spreadsheet, place your cursor in the upper left cell, right-click and choose "Paste." This should paste your REPT transaction into your spreadsheet.

If you see a lot of pound signs (#####) in any of the columns, use your cursor to make the column wider. (Keep dragging your cursor until all the numbers in the column appear as numbers.)

If the dates in certain columns don't look like dates, follow your program's instructions for changing the format of the cell. If you are unfamiliar with the program, use its "Help" feature. (For many programs, pressing the F1 key brings up a Help menu.) Or – ask someone in your agency who knows all about the program!

The REPT transaction can be used to track the test dates for your users so no one will unexpectedly be locked out of the system for failing to test. You can also remind operators when their passwords are about to expire.

WELCOME!

Field Services would like to welcome our newest addition, Chelsey Burns. Chelsey will be replacing Marcus Yockey as the representative over the western region. Chelsey comes to us from Salt Lake Communications, and her background in dispatching will be a valuable asset to our section and to those she works with.



Chelsey can be reached at 801-965-4409 or cburns@utah.gov

We also want to wish Marcus well as he pursues his educational goals.

NCIC CODES

Just a reminder that you should never guess what a NCIC code is – particularly when making an NCIC entry.

The most recent list of NCIC codes (dated 2009) can be found on BCI's TAC web site at http://dpsemployees.utah.gov/TAC/TACManuals_Code.html

For those TACs that had trouble with the NCIC Inquiry or NCIC Entry tests this year, it may have had something to do with looking up the correct NCIC codes. (HINT: many TACs missed a question on this year's TAC test that involved Nebraska and the Netherlands.) Many people also missed questions about NCIC vehicle codes.

UCR/NIBRS

Attention all law enforcement agencies - You are invited to our next NIBRS Basic Training:

Instructor: Mary Ann Curtis
Place: BCI (3888 West 5400 South, Taylorsville)
Date: Thursday, October 14th, 9am until 5pm

Training objective:

This class will cover the definition of crimes according to NIBRS, how to submit, error reports and posting reports.

RSVP: Della Miller
dellamiller@utah.gov
phone: 801-965-4454
fax: 801-965-4749

MISSING PERSONS

CHILD ABDUCTION STATISTICS AND SAFETY TIPS

Summary from the National Center for Missing and Exploited Children web site, August 18, 2010

CHILDREN AT GREATEST RISK OF ABDUCTION WHEN GOING TO AND FROM SCHOOL OR SCHOOL-RELATED ACTIVITIES

ALEXANDRIA, VA – August 18, 2010 --As parents prepare for the start of a new school year, teaching children how to be safe needs to be at the top of their list of things to do. An analysis by the National Center for Missing & Exploited Children (NCMEC) of attempted abductions during the past five years found that children are at most risk when going to and from school or school-related activities.

"A common factor with children who escaped their would-be abductors was that the child did something proactive instead of being passive or polite: 31% yelled, kicked, pulled away or attracted attention and 53% of the children walked or ran away," said Ernie Allen, President & CEO of NCMEC. "We know that teaching children about safety works."

An estimated 800,000 children are reported missing every year. That is 2,000 children every day or one child every 40 seconds. NCMEC analyzed more than 4,200 attempted abductions for the five year period from February 2005 and March 2010 and found that:

- 38% of attempted abductions occur while a child is walking alone to or from school, riding the school bus or riding a bicycle;
- 37% of attempted abductions occur between the hours of 2:00 PM through 7:00 PM on a weekday;
- 43% of attempted abductions involve children between the ages of 10 and 14;
- 72% of attempted abduction victims are female;
- 68% of attempted abductions involve the suspect driving a vehicle.

The five most common lures included offering a child a ride, offering the child candy or sweets, showing the child an animal or asking for help finding an animal, offering the child money and asking the child for directions.

Parents also need to understand that most of those who abduct children are not "strangers". The phrase "stranger danger" is pervasive in our culture. However, teaching children to only be afraid of strangers is the wrong message. Children don't get it. Children view a "stranger" as someone who is "ugly" or "mean". If someone spends time talking to a child or is even just around a child they think they "know" the person and don't view them as a stranger. Research shows that of the 58,000 non-family abductions each year 63% involved a friend, long-term acquaintance, neighbor, caretaker, baby sitter or person of authority and only 37% involved a stranger. The number of pure strangers is not insignificant but it remains far smaller than other offenders who have easy and legitimate access to children.

As children return to school parents should take time to review the below ten Back-to School Safety Tips adapted from the NCMEC Know the Rules Child Safety series.

Ten Important Back-to-School Safety Tips

- Teach your children to always TAKE A FRIEND with them when walking or biking, and stay with a group while standing at the bus stop. Make sure they know which bus to ride.
- Walk the route to and from school with your children pointing out landmarks and safe places to go if they're being followed or need help. Teach your children they should NEVER TAKE SHORTCUTS and always stay in well-lit areas.
- It is not safe for young children to walk to and from school, even in a group. Parents should always provide supervision for young children to help ensure their safe arrival to and from school. If your children wait for a bus, wait with them or make arrangements for supervision at the bus stop.
- Teach your children that if anyone bothers them, makes them feel scared or uncomfortable to trust their feelings and immediately get away from that person. Teach them it is ok not to be polite and IT IS OK TO SAY NO.
- Teach your children if anyone tries to take them somewhere they should RESIST by kicking and screaming, try to run away and DRAW ATTENTION by kicking and

screaming "This person is trying to take me away" or "This person is not my father/mother."

- Teach your children NOT TO ACCEPT A RIDE from anyone unless you have said it is ok in that instance. If anyone follows them in a vehicle they should turn around, go in the other direction, and run to a trusted adult who may help them.
- Teach your children that grownups should NOT ASK CHILDREN FOR DIRECTIONS, they should ask other adults.
- Teach your children to NEVER ACCEPT MONEY OR GIFTS from anyone unless you have told them it is ok to accept in each instance.
- Make sure the school has current and accurate emergency contact information on file for your children and confirm names of those authorized.
- Always know where your children will be. Teach your children to always CHECK FIRST before changing their plans before or after school. Teach your children to never leave school, with anyone unless they CHECK FIRST with you or another trusted adult, even if someone tells them it is an emergency.

ONLINE SAFETY TRAINING

Specialized training on internet safety for children and teens can be found at <http://www.netsmartz.org>.

This site has programs geared towards teaching law enforcement, parents, educators, teens, and children.

Safety presentations for law enforcement to use can be downloaded from the site, and real-life stories are available to show and discuss with young adults.



FORWARD NEWS ITEMS TO: BCI, FIELD SERVICES, 3888 W 5400 S, SALT LAKE CITY UT 84118

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